



The Corporation of the Township of Adjala-Tosorontio

By-law 23-43 (Consolidated – as amended)

BUILDING BY-LAW

A By-law under the Building Code Act respecting Permits and Related Matters.

Consolidation		
Amendment No. 1	By-law 2023-101	December 13, 2023

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THE TOWNSHIP OF ADJALA-TOSORONTIO

By-law No. 2023-43

A By-law under the Building Code Act respecting Permits and Related Matters.

WHEREAS the Council of the Township of Adjala-Tosorontio deems it advisable to enact a new by-law and repeal By-law 22-54 in order to comply with Bill 124;

AND WHEREAS Section 7.1 of the Building Code Act, requires the Township of Adjala-Tosorontio to establish and enforce a code of conduct for the Chief Building Official and Inspectors;

AND WHEREAS Section 11 of the Municipal Act allows the Council of the Township of Adjala-Tosorontio to pass By-laws respecting matters within the spheres of jurisdiction, hereby repeal any By-laws provided temporary use or replacement dwelling agreements, as amended;

NOW THEREFORE, the Township of Adjala-Tosorontio hereby enacts as follows:

1. **SHORT TITLE:**

This By-Law may be cited as the "Building By-Law".

2. **DEFINITIONS:**

(1) In this By-law;

- (a) **"Act"** means the Building Code Act, S.O. 1992, including amendments thereto
- (b) **"Applicant"** means the owner of a building or property who applies for a permit or the person authorized in writing by the owner to apply for a permit on the owner's behalf.
- (c) **"As Constructed Plans"** means as constructed plans as defined in the Building Code.
- (d) **"Base Model"** means plans for the basic design of a detached, semi-detached, townhouse, row-house, duplex or 'live/work' residential building that includes one elevation and no optional features
- (d) **"Building"** means a building as defined in Section 1(1) of the Act.
- (e) **"Building Code"** means the regulations made under Section 34 of the Act.

- (f) **“Building Envelope”** means the area within a 20 meter (approx. 65 feet) radius of the proposed structure, unless otherwise identified in a required study.
- (g) **“Certified Model”** means a unique building design for a detached or semi-detached unit that has been reviewed by the chief building official for compliance with the Building Code and is intended for construction pursuant to a permit issued under the Act
- (h) **"Chief Building Official"** means the Chief Building Official appointed by the by-law of The Township of Adjala-Tosorontio for the purposes of enforcement of the Act.
- (i) **"Farm Building"** means a farm building as defined in the Building Code.
- (j) **“Inspector”** means an inspector appointed under section 3.6.1 or Section 3.6.2 of the Act.
- (k) **“Optional Feature”** means are variations to the basic design of the base model and includes additional elevations, alternate floor layouts, upgrades and other design elements that require additional review for building code compliance for the building, the HVAC system, or the plumbing.
- (l) **"Owner"** means registered owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property.
- (m) **"Permit"** means written permission or written authority from the chief building official to perform work regulated by this by-law and the Act.
- (n) **"Permit Holder"** means the person to whom the permit has been issued.
- (o) **"Plumbing"** means plumbing as defined in Section 1(1) of the Act.
- (p) **"Sewage System"** means a sewage system as defined by the Building Code.
- (q) **“Township”** means the Township of Adjala Tosorontio

(2) Terms not defined in this By-law shall have the meaning ascribed to them in the Act or the Building Code.

3. **CLASSES OF PERMITS:**

- (1) For the purposes of the Act and the Building Code, there shall be eight classes of permits as set forth in Schedule "A" appended to and forming part of this By-law, namely:

- (a) building permit, respecting the complete construction of a building including farm buildings or a part of a building;
- (b) partial building permit, respecting the partial construction of a building or part of a building;
- (c) conditional building permit, respecting the construction of a building subject to conditions imposed pursuant to subsection 8(3) of the Act;
- (d) demolition permit, respecting the demolition of a building or part of a building;
- (e) change of use permit, respecting a change in use of a building or part of a building which results in an increase in hazard as determined under the Building Code;
- (f) on-site sewage system, respecting the exterior underground services on a property servicing one or more buildings that does not exceed 10,000L per day;
- (g) sign permit; and
- (h) plumbing permit.

4. PERMIT APPLICATIONS:

- (1)
 - (a) To obtain a permit, the applicant shall file an application through the CloudPermit portal by accessing the Township website or in writing by completing a prescribed form available from the Chief Building Official or from the Building Code website www.obc.mah.gov.ca. Forms prescribed by the Township under clause 7(f) of the Act shall be as set out in Schedule "D" to this By-law. Every application or any of the permits set out in this By-law shall be submitted to the Chief Building Official.
 - (b) Every type of permit application shall state the name, address, telephone number, e-mail address and facsimile number of the owner, applicant, architect, engineer or other designer, and the constructor or person hired to conduct the construction or demolition, as the case may be.
 - (c) Incomplete permit applications will only be held for a maximum of eight weeks where no progress or updates have been provided on the file. Where work has commenced on the application and fees have been paid refunds will be governed by Schedule "B" to this By-law.

- (d) The \$25.00 administrative fee is non-refundable. The fee does not apply to structures under 50sqm, plumbing and septic permit applications.

Building Permits

- (2) Every building permit application shall:
 - (a) identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is made;
 - (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
 - (c) describe the land on which the work is to be done, by a description that will readily identify and locate the site on which the building construction or demolition is to occur;
 - (d) be accompanied by plans and specifications in addition to the requirements set out in section 5;
 - (e) be accompanied by the required fees in accordance with Schedule "A";
 - (f) when Division C, 1.2.1 of the Building Code applies, be accompanied by a signed Letter of Undertaking from the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to conduct the general review of the construction or demolition of the building;
 - (g) when Division C, 1.2.1 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer retained under (f), or both, on the form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
 - (h) include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
 - (i) state estimated valuation of the proposed work including consulting fees, material, and labour;
 - (j) be signed by the applicant who shall certify as to the truth of the contents of the application; and
 - (k) be accompanied by the applicable administration fee as per Schedule 'A' Part 'B' which applies to all new applications

Demolition Permits

- (3) Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall:
- (a) Be accompanied by a site plan indicating the location and size of building to be demolished;
 - (b) be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the termination and capping of all water, sewer, gas, electric, telephone or other utilities and services and that Division C, 1.2.2.3 of the Building Code has been complied with where applicable; and
 - (c) Upon final inspection, be accompanied by a Form 357 filled out in its entirety.

Conditional Permits

- (4) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
- (a) contain such information, plans and specifications concerning the complete project as the Chief Building Official may require;
 - (b) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
 - (c) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
 - (d) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
 - (e) At the discretion of the Chief Building Official, require an agreement between the applicant and/or owner, and the municipality upon issuing a conditional permit; and
 - (f) At the discretion of the Chief Building Official, require a replacement dwelling agreement between the applicant and/or owner, and the municipality together with a deposit of \$10,000. Where an existing dwelling has not been demolished and site restored within' 30 days of occupancy of the new dwelling, the Chief Building Official may cause the deposit to be forfeited to the Township.

Change of Use Permits

- (5) Every application for a change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official and shall:
 - (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
 - (c) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the building code, including: floor plans, detail of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, and details of the existing "sewage system", if any;
 - (d) be accompanied by the required fee; and
 - (e) be signed by the owner or authorized agent who shall certify the truth of the contents of the application.

Sewage System Permits

- (6) Every application for a sewage system permit shall be submitted to the Chief Building Official in conformance with Section 4(1) above and shall:
 - (a) contain the information required by Section 4(2) (a) to (f) of this By-law in respect to building permits;
 - (b) state the name, address, telephone number and registration number of the person installing the sewage system;
 - (c) provide a site evaluation which shall include all of the following items, unless otherwise specified by the Chief Building Official:
 - (i) the date the evaluation was done; and
 - (ii) the name, address, telephone number and signature of the person who prepared the evaluation.
 - (d) provide a scaled drawing of the site showing:
 - (i) the design of the sewage system including plan and elevation views; and
 - (ii) the legal description, lot size, property dimensions, existing right-of-way, easements or municipal/utility corridors, and the property identification number.

- (e) show the location of items listed in column 1 of Tables 8.2.1.5.A., 8.2.1.6.B. and 8.2.1.6.C., of the Building Code, as applicable;
- (f) show the location of the proposed sewage system;
- (g) show the location of any unsuitable, disturbed or compacted areas;
- (h) show the proposed access routes for system maintenance;
- (i) show the depth to bedrock, and/or high-water table;
- (j) show the depth to zones of soil saturation;
- (k) show the soil properties, including a unified soils sample;
- (l) show the soil conditions, including the potential for flooding; and
- (m) show the design of the sewage system including plan and elevation views.

Equivalents

- (7) Where an application for a permit or for authorization to make a material change to a specific document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under section 8 of the Act is requested, the following information shall be provided:
 - (a) A description of the proposed material, system or building design for which authorization under section 8(v) of the Act is requested;
 - (b) Any applicable provisions the Building Code; and
 - (c) Evidence that the proposed material, system or building design will provide the level of performance, as required by the Building Code Division C, part 2.

Plumbing Permit

- (8) Plumbing Permits are required for any new construction that involves plumbing works. Alterations or extensions to existing plumbing systems require a permit. Every application for a Plumbing Permit shall comply with the requirements of Section 4(2).

Sign Permit

- (9) Every Application for a Sign Permit shall comply with the requirements of Section 4(2).

Building Permit

- (10) Every Application for a Building Permit shall comply with the requirements of Section 4(2).

5. PERMIT ISSUANCE:

- (1) No person shall construct or demolish a building unless a permit has been issued under Section 8 of the Act.
- (2) The Chief Building Official shall issue a permit once the requirements of Section 8(2) of the Act are satisfied.

6. REVISION TO PERMITS:

- (1) After the issuance of a permit under the Act, notice of any material change to a plan, specification, document, or other information on the basis of which the permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without written authorization of the Chief Building Official. Determination of a material change will be within the sole discretion and jurisdiction of the Chief Building Official.

7. REVOCATION OF PERMITS:

- (1) Pursuant to section 8(10) of the Act, the Chief Building Official may revoke a permit if after six (6) months of its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced. The Chief Building Official may also revoke a permit due to additional reasons as stipulated in Section 8(10) of the Act.
- (2) Prior to revoking a permit under Section 8(10) of the Act, the Chief Building Official may serve a notice by personal service or registered mail at the last known address to the permit holder and following a thirty (30) day period from the date of service, the Chief Building Official may revoke the permit if grounds to revoke still exist, without any further notice.
- (3) A permit holder may within thirty (30) days from the date of service of a notice under this Part, request in writing that the Chief Building Official defer the revocation by stating reasons why the permit should not be revoked. The Chief Building Official having regard to any changes to the Act, Building

Code or other applicable law may allow the one-time deferral, applicable to a period of no later than twelve (12) months from the date the permit was issued, in writing. In the event where a permit was issued as a result of an Order issued under the Building Code Act, no deferral of revocation shall be granted.

- (4) A request for deferral shall be made in writing to the Chief Building Official and shall be accompanied by the non-refundable fee as set out in Schedule "A" of this By-law.

8. MODEL HOME CERTIFICATION:

- (1) All condominium developments, detached, semi-detached, townhouse, row-house, duplex or 'live/work' residential building located in an assumed or new subdivision are subject to Site Plan Approval and Certificate of Basic Servicing prior to the submission of any application, unless otherwise approved by the Chief Building Official. It is preferred that certified model applications are submitted prior to registration of the subdivision plan.
- (2) All models to be constructed in a plan of subdivision must be reviewed through the model certification process. A Certified Model includes a Base Model (plans for the basic design of a detached, semi-detached, townhouse, row-house, duplex or 'live/work' residential building that includes one elevation and no optional features) and all Optional Features.
- (3) The total fee for a Certified Model includes a flat rate of \$500 with each elevation or optional plan being an additional \$250.
- (4) A complete Certified Model submission includes:
 - (a) a completed a Certified Model Application attached in Schedule D (only fully and accurately completed applications will be accepted);
 - (b) payment of applicable Certified Model fees;
 - (c) Two (2) complete set of plans and specifications for each model including details for optional features (all elevations, options, upgrades, alternate floor layouts and special corner treatments offered for that model, walkout or lookout condition, etc.) including:
 - i. Two (2) copies of architectural plans on a size no larger than 11x17 (scaled and legible) all elevations stamped approved by the control architect for the subdivision;
 - ii. Two (2) copies of engineer's stamped truss specifications for each elevation;
 - iii. Two (2) of HVAC layout and 1 set of calculations per other floor layouts and other optional features which influence HVAC design and

- calculations;
 - iv. Plans must include designer qualification and/or registration BCIN as applicable in conformance with OBC Division C, Section 3.2; and
 - v. Design elements outside of the scope of the Ontario Building Code must be stamped by a professional engineer.
 - (d) A PDF copy of all plans and specifications identified in (c) shall also be included.
- (5) Building Permit Applications cannot be accepted until the plan of subdivision is registered and shall include:
- (a) The first submission in a plan of subdivision must include a letter provided by the “owner’s” solicitor verifying the name of the registered owner of the lots for which applications are being submitted and the TARION registered “builder / vendor” company name and registration number. The owner and TARION registered builder/vendor must be accurately represented on the permit application form.
 - (b) Provide certification from the subdivision engineer of all lots and blocks in the plan of subdivision with engineered fill together with the soils engineer’s compaction report.
 - (c) Provide certification from the acoustical engineer that the builder’s plans for dwelling units shows all of the noise attenuation works required by the approved acoustical report and approved plans, including locating the air conditioning units on the sitings.
 - (d) Identify fire break lots on the subdivision plan.
 - (e) If models have not been ‘pre-certified’ a certified model submission, as per this By-law must be submitted.
 - (f) Site plans prepared before registration must be updated to include reference to the registered plan number.
- (6) A complete building permit application for a detached, semi-detached, townhouse, row-house, duplex or ‘live/work’ residential building located in an assumed subdivision must include:
- (a) Completed building permit application forms, schedules and addenda. The description of work proposed on the application form must include the model’s name (base model and elevation) and all optional features such as other elevation, basement finish, basement rough-in and walkout condition, as examples.
 - (b) The applicable building permit fees as outlined in Schedule A and B of this bylaw. A lot grading deposit of \$3500 or as determined by the

subdivision agreement will be charged on each detached, semi-detached, townhouse, row-house, duplex or 'live/work' residential building. The deposit will be fully refundable upon lot grading certification of each property.

- (c) Two (2) copies of a site plan of the lot (siting) and the adjacent lots on three sides for each property. The site plan must be stamped by the developer's grading consultant, the subdivision control architect and the acoustic engineer (noise consultant), where applicable, and must include the designer qualification and/or registration BCIN as applicable. Please note a new requirement: The siting must also be stamped as reviewed by the Township's planning department. If the site plan submitted incorporates lots (sittings) for several applications all of those applications must be reviewed and issued together as a "batch".

9. PLANS AND SPECIFICATIONS:

- (1) Every applicant shall submit sufficient plans, specifications, documents, and other information to enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act, the Building Code, and any other applicable law.
- (2) Lot grading plans are required for permit applications, unless this requirement is waived because the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code, and any other applicable law;
 - (a) For all residential development constructing a dwelling;
 - (b) For all accessory structures or buildings greater than or equal to 50 square meters (approx. 538 square feet) on lots that are 1 hectare (approx. 2.47 acres) or less in size (see design manual for changes)
 - (c) A lot grading plan must include;
 - (i) the elevations of the dwelling, all existing and proposed structures of the land within the building envelope of the proposed dwelling;
 - (ii) lot description including registered plan/lot number and address;
 - (iii) all lot dimensions and setbacks;
 - (iv) show (%) percent grades on driveway;
 - (v) show proposed ground elevation adjacent to the buildings and at the house corners;
 - (vi) show proposed elevations on the swales where the grade changes and elevations adjacent to the building corners;
 - (vii) show finished first floor elevations, top of foundation wall, basement slab grade and underside of footing;
 - (viii) show finished garage floor elevation;
 - (ix) show proposed elevations at lot corners;
 - (x) show driveway location, width, elevation at property line for

driveway and grade of driveway

- (xi) show locations of house entrances, and number of risers required
 - (xii) grass surfaces shall have a minimum of 2%, maximum of 10%
 - (xiii) maximum embankment slope to be 3:1 (4:1 preferred)
 - (xiv) grading around houses and buildings shall direct the water away from the structure
 - (xv) the minimum flat area (2% to 5% slope) immediately adjacent to the building shall be 5 metres at the back and 0.6m on the sides, with the slope directing drainage away from the building
 - (xvi) all swale grades shall be at least 2%
 - (xvii) grades swales will have a maximum side slope of 3:1, and a minimum depth of 0.15 metres or 2%
 - (xviii) show locations of sanitary and water services and sidewalks
 - (xix) show above ground electrical equipment and hydrants to ensure clearance from driveway
 - (xx) show any trees to be preserved
 - (xxi) culvert shall be indicated on the plans showing material, length, diameter, gauge, and specific end wall treatment, if applicable
 - (xxii) show any porches, decks, terracing or retaining walls
- (3) Site Plans submitted shall refer to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the Township unless this requirement is waived if the Chief Building Official is able, without having a current plan of survey, to determine whether the proposed work conforms, to the Act, the Building Code, and any other applicable law. A Site plan will include:
- (a) lot size and dimensions of the property;
 - (b) setbacks from property boundaries for existing and proposed buildings, septic systems, wells and water courses, including distance separation from each of these features;
 - (c) existing and proposed finished ground levels or grades; and
 - (d) existing rights of way, easements, and municipal services.
- (4) Plans submitted shall be legible and drawn upon paper or other suitable and durable material along with a digital copy.
- (5) The Chief Building Official shall determine the number of copies of plans, specifications, documents, and other information required to be furnished with an application for permit having regard for the requirements of any Act, regulation or by-law respecting the examination or circulation of the application.
- (6) On completion of the construction of a building, or part thereof, the Chief

Building Official may require a set of as constructed plans, including a plan of survey showing the location of the building.

- (7) The Chief Building Official may refuse an application if any of the above is deemed to be incomplete or insufficient at the time of the application or during the review process
- (8) Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the Township and will be disposed of or retained in accordance with relevant legislation and the Township's retention policy.
- (9) (a) Plumbing plans are not required for a house that has no more than two (2) dwelling units. Fixtures are required to be noted on construction plans.
(b) Plumbing plans are required for any other Building or Occupancy that is not listed in (8)(a).
- (10) Where a building permit for an addition is applied for, if the square footage of the proposed addition is 50% or more the size of the original space, a revised heat loss calculation and duct layout will be required unless otherwise determined by the Chief Building Official.
- (11) Where a new house or building is being proposed, heat loss calculations and a duct layout completed by a qualified person shall be submitted with the permit application, along with the required energy efficiency design summary form.
- (12) Where a building permit for a secondary suite within' a house is applied for, HVAC calculations and duct layouts may be required at the discretion of the Chief Building Official.

10. **FEES AND REFUNDS:**

- (1) The Chief Building Official shall determine the required fees in accordance with Schedule "A" and the applicant shall pay the fees so calculated. Fees are due at the time of submission or when fees have been calculated. The applicant will be notified of any required fees due. No permit application will be considered complete or reviewed until such time as the fees calculated are paid in full.
- (2) In the case of withdrawal, or abandonment of an application, or refusal for issuance of a permit, upon written request, the Chief Building Official shall determine the amount of fees, if any, that may be refunded, in accordance with Subsection (4) below.
- (3) There shall be no refund of permit fees where a permit has been revoked,

except where the permit was issued in error, or where the applicant requests revocation no more than six months after the permit is issued. In such cases, the amount of refund shall be calculated in accordance with Subsection (4) below.

- (4) Subject to Sections 6(2) and 6(3) the fees that may be refunded shall be in accordance with Schedule "B".
- (5) Fees are subject to an increase of 2% annually unless otherwise determined.

11. **TRANSFERS:**

- (1) Permits are transferable only upon the new owner or their authorized agent completing a permit application and paying the administration fee prescribed in Schedule A. The new owner shall then be the permit holder for the purpose of the Act and the Building Code and any other applicable law.

12. **INSPECTION REQUIREMENTS AND NOTICE:**

- (1) The permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of each stage of construction for which a mandatory notice is required under Article 1.3.5.1 -Division C of the Building Code. These inspections are listed as:
 - (a) readiness to *construct* footings;
 - (b) substantial completion of footings and foundations prior to commencement of backfilling;
 - (c) substantial completion of structural framing and ductwork and piping for heating and *air-conditioning* systems, if the *building* is within the scope of Part 9 of Division B;
 - (d) substantial completion of structural framing and roughing-in of heating, ventilation, *air-conditioning* and air-contaminant extraction equipment, if the *building* is not a *building* to which Clause (c) applies;
 - (e) substantial completion of insulation and *vapour barriers*;
 - (f) substantial completion of *air barrier systems*;
 - (g) substantial completion of all required *fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems;
 - (h) substantial completion of fire access routes;
 - (i) readiness for inspection and testing of:
 - (i) *building sewers* and *building drains*;

- (ii) *water service pipes*;
- (iii) *fire service mains*;
- (iv) *drainage systems and venting systems*;
- (v) the *water distribution system*; and
- (vi) *plumbing fixtures and plumbing appliances*.

NOTE: A licenced plumber can provide a certificate in place of test taking place on an underground plumbing or rough-in plumbing inspection.

- (j) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an *outdoor pool* described in Clause 1.3.1.1.(1)(j) of Division A, a *public pool* or a *public spa*;
 - (k) substantial completion of the circulation / *recirculation system* of an *outdoor pool* described in Clause 1.3.1.1.(1)(j) of Division A, a *public pool* or *public spa* and substantial completion of the pool before it is first filled with water;
 - (l) readiness to *construct* the *sewage system*;
 - (m) substantial completion of the installation of the *sewage system* before the commencement of backfilling;
 - (n) substantial completion of installation of *plumbing* not located in a structure, before the commencement of backfilling;
 - (o) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.1.(3) or to permit occupancy under Sentence 1.3.3.2.(1), if the *building* or part of the *building* to be occupied is not fully completed; and
 - (p) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 1.3.3.4.(4) or 1.3.3.5.(3).
- (2) In addition to the inspections listed above, the permit holder shall notify the Chief Building Official or a Registered Code Agency where one is appointed, of the additional notices that may be required under section 1.3.5.2:
- (a) commencement of *construction* of the *building*;
 - (b) substantial completion of structural framing for each *storey*, if the *building* is a type of *building* that is within the scope of Division B, other than Part 9;
 - (c) commencement of *construction* of:
 - (i) masonry fireplaces and masonry *chimneys*;
 - (ii) factory-built fireplaces and allied *chimneys*; or

- (iii) *stoves, ranges, space heaters* and add-on *furnaces* using solid fuels and allied *chimneys*;
 - (d) substantial completion of interior finishes;
 - (e) substantial completion of heating, ventilating, *air-conditioning* and air-contaminant extraction equipment;
 - (f) substantial completion of exterior cladding;
 - (g) substantial completion of site grading;
 - (h) substantial completion of the pool deck and dressing rooms for a *public pool* or *public spa* and readiness for inspection of the emergency stop system for a *public pool* or *public spa*;
 - (i) completion and availability of drawings of the *building* as constructed; and
 - (j) completion of a *building* for which an occupancy permit is required under Article 1.3.3.4. or 1.3.3.5.
- (3) In addition to the notice of completion as prescribed by Section 11 of the Act, the permit holder shall provide another mandatory notice after the completion of demolition work to ensure the completion of site grading and other works.
- (4) Upon receipt of proper notice, the inspector or a Registered Code Agency, if one is appointed, shall, no later than two days as per article 1.3.5.3-Division C of the Building Code, after receipt of the notice, undertake a site inspection for notices to which articles 1.3.5.1. and 1.3.5.2. – Division C of the Building Code apply, except where the notice relates to matters described in clauses 1.3.5.1.(2)(k) or (l), the site inspection shall be conducted no later than five (5) days after the receipt of notice.
- (5) A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official, by a Building Inspector or designate.
- (6) An additional inspection fee of \$75.00 shall be charged for each additional inspection requested outside of the prescribed and mandatory listed in articles 1.3.5.1. and 1.3.5.2. – Division C of the Building Code.
- (7) An additional inspection fee of \$150.00 shall be charged for each additional inspection after two inspections have occurred per stage of inspection. Fees are required to be paid in full prior to an inspection being conducted.
- (8) In the event of an inspection being booked prematurely and the requested stage is not substantially completed at the time of inspection, a fee of \$150.00 is applicable at the discretion of the Chief Building Official.

13. LOT GRADING CERTIFICATES AND DEPOSITS:

Where lot grading plans are required, the permit holder shall:

- (1) Prior to giving notice for final inspection, provide to the Chief Building Official, or a Registered Code Agency where one is appointed, a lot grading certificate bearing the signature and seal of a Professional Engineer, or an Ontario Land Surveyor certifying that the grading is in conformity with the approved lot grading plan.
- (2) Provide to the Chief Building Official, or a Registered Code Agency where one is appointed, within twelve (12) months from the date an occupancy permit has been issued, a final grading certificate:
 - (a) bearing the signature and seal of the subdivider's Professional Engineer certifying that the finished elevations and grading of the land conforms with the accepted area or subdivision grading plans and the lot grading plan; or
 - (b) where no accepted area or subdivision grading plan exists, bearing the signature and seal of a Professional Engineer, or an Ontario Land Surveyor certifying that the finished elevations and grading of the land conforms to the lot grading plan.
- (3) Lot grading deposits are required as per Schedule "A" Part "B" or as per the established subdivision agreement if applicable, whichever is greater. Deposits will be refunded once a lot grading certificate is received from the qualified person and an inspection has been passed by the Township Building Department. Where a lot grading remains incomplete and uncertified after twenty-four (24) months of permit issuance or twelve (12) months after an occupancy has been permitted, whichever is sooner, the Township may cause the deposit to be forfeited. All fees associated with this task will be deducted from the deposit amount. Where another deposit system is established by means of a subdivision agreement or any other agreement and the property remains uncertified after twenty-four (24) months of the permit issued or twelve (12) months after occupancy, whichever is sooner, the fees may be forfeited from the deposit in the same manner.

14. ENFORCEMENT

- (1) No person shall;
 - (a) Construct a building or sewage system without a permit contrary to subsection 8.(1) of the Building Code Act;
 - (b) Cause construction of building or sewage system without a permit contrary to

- subsection 8.(1) of the Building Code Act;
- (c) Demolish a building without a permit contrary to subsection 8.(1) of the Building Code Act;
- (d) Cause demolition of a building without a permit contrary to subsection 8.(1) of the Building Code Act;
- (e) Change plans without authorization contrary to subsection 8.(12) of the Building Code Act;
- (f) Construct a building not in accordance with plans contrary to subsection 8.(13) of the Building Code Act;
- (g) Change the use of a building without a permit contrary to subsection 10.(1) of the Building Code Act
- (h) Occupy a building newly erected without notice or inspection contrary to section 11.(1) of the Building Code Act;
- (i) Obstruct or remove a posted order with authorization contrary to section 20 of the Building Code Act;
- (j) Furnish false information on an application for a permit contrary to clause 36.(1)(a) of the Building Code Act
- (k) Commence demolition before a building has been vacated contrary to Division C, sentence 1.3.1.1.(4) of the Building Code;
- (l) Fail to post a permit on the construction site contrary to Division C, article 1.3.2.1 of the Building Code;
- (m) Fail to post a permit on the demolition site contrary to Division C, article 1.3.2.1 of the Building Code;
- (n) Occupy an unfinished building without a permit contrary to Division C, sentence 1.3.3.1.(1) of the Building Code;
- (o) Fail to provide notification of construction phase contrary to Division C, sentence 1.3.5.1.(1) of the Building Code; and
- (p) Hinder or obstruct a person lawfully carrying out the enforcement of this By-Law.

(2) No person shall fail to comply with;

- (a) An order to comply made by an inspector under subsection 12.(2) of the Building Code Act;
- (b) An order to not cover made by an inspector under subsection 13.(1) of the Building Code Act;
- (c) An order to uncover made by the Chief Building Official under subsection 13.(6) of the Building Code Act;
- (d) A stop work order made by the Chief Building Official under subsection 14.(1) of the Building Code Act;
- (e) An order to remedy an unsafe building made by an inspector under subsection 15.9(4) of the Building Code Act;
- (f) An order prohibit use or occupancy of an unsafe building made by the Chief Building Official under subsection 15.9(6) of the Building Code Act; and

(g) An order to repair a dangerous building made by the Chief Building Official under subsection 15.10(1) of the Building Code Act

15. PENALTIES

- (1) Every person who contravenes any provision of this By-Law or the Building Code Act or is party to such contravention is guilty of an offence and upon conviction is liable to a fine, in accordance with section 36 of the Building Code Act with respect to offences arising from section 14 of this By-Law; or otherwise as provided for in the Provincial Offences Act R.S.O. 1990, c. P.33;
- (2) Every person who is guilty of an offence under this by-law may, if permitted under the Provincial Offences Act, R.S.O. c 1990, c. P33 as amended, pay a set fine, and the Chief Judge of the Ontario Court of Justice shall be requested to establish set fines as set out in Schedule "E";
- (3) In addition to the penalties prescribed in this By-law, the Chief Building Official may apply under subsection 36(1) and or 38(1) of the Building Code Act for additional penalties and/or fine up to Five Thousand Dollars (\$5,000.00) or the maximum fine applicable pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, Chapter P33.; and
- (4) No part of this By-law shall come into force and take effect until Schedule "E" is approved and filed by the Regional Senior Justice, pursuant to Provincial Offences Act Part 1. A copy of this approval is attached and forms part of this By-law.

16. CODE OF CONDUCT

The Township shall enforce a Code of Conduct for the Chief Building Official and inspectors, as set out in Schedule "C". The code of conduct as prescribed in the Building Code Act will be strictly adhered to.

17. SCHEDULES

Schedules "A", "B", "C", "D" and "E" are incorporated into and form part of this By-law.

18. SEVERABILITY:

Should any section, subsection, clause, or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

- 19. THAT** By-law 22-54 shall be deemed to be repealed upon the coming into force of Schedule "E" as set out in Section 15(4). Upon coming into force, this By-law shall

supersede any corresponding By-laws of the Township of Adjala-Tosorontio which, through inadvertence, may not have been repealed;

20. **THAT** this By-law shall come into force and take effect on and from the date of passage hereof;
21. **THAT**, notwithstanding anything contrary to the rules of procedure, this By-law, be introduced and read a first and second time and be considered read a third time and finally passed this 10th day of May, 2023.

Scott W. Anderson, Mayor
OFFICE CONSOLIDATION

Robin Reid, Clerk

SCHEDULE “A” TO BY-LAW NO. 2023-43
CLASSES OF PERMITS AND PERMIT FEES

1. Except where a minimum flat fee is indicated for the Occupancy Classification or Type of Construction, the fee per ft² of floor area set out in Schedule “A” shall be used by the Chief Building Official in determining the permit fee.
2. For the purpose of this Schedule the occupancy classification and floor area shall be determined on the following basis;
 - a) The occupancy classification shall be established in accordance with the occupancy definitions of the Ontario Building Code and its appendices.
 - b) The floor area shall be measured to the outer face of exterior walls and to the centre line of party walls or demising walls. No deductions shall be made for openings within the floor area (e.g. stairs and stair openings, ducts, elevators, escalators). Floor area shall include all habitable areas, including mezzanines, finished attics and enclosed balconies. The following shall apply to Part B of Schedule A in determining the fee payable for a given building type:
 - Assembly Occupancies – The “Assembly Occupancies” rate shall apply to the total floor area of floors which are principally of assembly use. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - Institutional Occupancies – The “Institutional Occupancies” rate shall apply to the floor areas of floors which are principally of institutional use. Other rates shall be applied to other floors based on the principal use of these areas.
 - Residential Occupancies – For detached, semi-detached and townhouses dwellings , the floor areas of unfinished basements shall not be included in the area calculations, but the fee is inclusive of these areas. For walkout basements, 50% of the basement area shall be considered as living space and fees calculated accordingly.

For other residential occupancies, the “Residential Occupancies” rate shall apply to the floor areas of floors which are principally of residential use. Other rates shall be applied to other floors based on the principal use of

the total floor area.

- Business and Personal Services Occupancies – The applicable “shell” rate shall be applied to the floor areas of a speculative structure, where the only finished floor areas are to be the common areas (e.g. lobby, corridors, washrooms).
The “Interior Partitioning and Finishing” rate shall be applied where finished floor areas are to be provided in other than common areas. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - Mercantile Occupancies - The “Mercantile Occupancies” rate shall be applied to the floor areas of a speculative structure, where the only finished floor areas are to be the common areas (e.g. lobby, corridors, washrooms). The “Interior Partitioning and Finishing” rate shall be applied where finished floor areas are to be provided in other than common areas. Other rates shall be applied to other floors based on the principal use of the total floor area.
 - Industrial Occupancies – Each “Industrial Occupancies” rate includes incidental finished office space to a maximum of 10% of the total floor area. The “Interior Partitioning and Finishing” rate shall be applied where additional finished space is provided. Other rates shall be applied to other floors based on the principal use of the total floor area.
3. “Construction Value”, as used in Item 12 of Schedule ‘A’ Part ‘B’, means the value of the proposed construction as determined by the Chief Building Official, whose determination of that value shall be final.
 4. No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
 5. Where a building permit is submitted for foundation only, there should be a minimum fee of \$224 unless otherwise stated in Schedule ‘A’ Part ‘B’
 6. A lot grading deposit for an inground pool shall be charged pursuant to Schedule ‘A’ of Fees and Charges Bylaw 2021-19 (as amended), at the discretion of the Chief Building Official
 7. A minimum fee of \$224 shall be charged for all work unless otherwise stated in this schedule.
 8. The \$25.00 administrative fee does not apply to structures under 50sqm, plumbing and septic permit applications.
 9. Where an order to comply, a stop work order or any Order under the requirements of the Building Code Act (as amended) has been issued with respect to construction and demolition where works have commenced prior

to issuance of permit, the permit fee prescribed in Schedule "A" shall be doubled. Where an Inspector leaves notice on site in regards to construction and or demolition where work has commenced without the benefit of permit, the permit fee prescribed in Schedule 'A' shall be doubled.

10. With respect to partial permits, the fee shall be the normal fee for the proposed construction.
11. With respect to conditional permits, the fee shall be the normal fee for the proposed construction.
12. With respect to transferring a permit from one permit holder to another, the fee shall be \$250.00.
13. With respect to revisions of plans already examined a fee of:
 - \$125.00 for residential plans with no more than 4 dwelling units and where not more than 1 hour of review is required. \$125.00 review fee per hour of review thereafter.
 - Minimum fee of \$500.00 for residential buildings not noted above and where no more than 4 hours of review is required. A rate of \$125.00 per hour of review required after 4 hours in addition to the minimum fee.
 - Minimum fee of \$500.00 for commercial/industrial and other occupancies where no more than 4 hours of review is required. A rate of \$125.00 per hour of review required after 4 hours in addition to the minimum fee.
14. With respect to revocation of permits, a deferral fee of \$150.00 shall be applied

SCHEDULE 'A'
FEE PAYABLE FOR SPECIFIC CLASSES OF PERMITS

Item	Class of Permit	Fee Payable
1.	Building Permit	See Schedule 'A' Part 'B'
2.	Partial Building Permit	See Schedule 'A' (10) plus applicable administrative fees
3.	Conditional Building Permit	See Schedule 'A' (11) plus applicable administrative fees
		\$250 per Agreement plus any additional cost
		\$250 per Replacement Dwelling Agreement plus a \$10,000.00 deposit
4.	Demolition Permit	\$224.00 flat rate for residential & agricultural \$500.00 per building flat rate for commercial, industrial & institutional
5.	Change of Use Permit	\$224 flat rate
6.	Site Servicing	\$300 flat rate
7.	Plumbing Permit	See Schedule 'A' Part 'B'
8.	Sign Permit	See Schedule 'A' Part 'B' and By-Law no.10-18 as amended

SCHEDULE 'A' Part 'B'
FEE PAYABLE FOR BUILDING PERMITS

		Per sq. ft.	Minimum Fee
Group A & B Occupancies (Assembly / Institutional Use)	New or Additions	\$1.01	\$224.00
	Renovations / Floor Layout	\$0.55	\$224.00
Group C Occupancies (Residential Use)	New or Additions	\$1.71	\$224.00
	Interior Renovations / Floor Layout Excluding Basements	\$0.55	\$224.00
	Attached Garage(s)	\$0.86	\$224.00
	Car Port Attached to House	\$0.86	\$224.00
	Accessory Buildings	\$0.86	\$224.00
	Decks/Landings/Ramps/Covered Porches	-	\$224.00
	Unfinished Basements	\$0.44	N/A
	Finished Basements	\$0.66	N/A
	Creation of New Living Space Within a Single-Family Dwelling	\$1.71	\$224.00
	Foundation Permits	N/A	\$224.00
Lot Grading Deposits	New Roof (structural)	\$0.55	\$224.00
	Accessory buildings greater than 15m ² up to 50m ²	N/A	\$250.00
	Accessory buildings greater than 50m ²	N/A	\$1000.00
	Additions to residential	N/A	\$1000.00
	New single family dwelling, townhouses, duplexes	N/A	\$3500.00
	Residential buildings with more than 2 dwelling units – 1% of the building permit fee subject to the minimum	N/A	\$5000.00
Group D & E Occupancies (Commercial/Office Use)	Industrial/commercial - 1% of the building permit fee subject to the minimum	N/A	\$5000.00
	New or Additions	\$0.87	\$224.00
Group F Occupancies	Renovations	\$0.49	\$224.00
	Shell	\$0.85	\$224.00
	Internal Fit up	\$0.85	\$224.00
	Parking Garages	\$0.85	\$224.00
Farm Buildings	New or Addition	\$0.28	\$224.00

	Tarp / Tent Structures	\$0.15	\$224.00
Transfer Permit	To be applied where ownership changes prior to the completion of a permit	N/A	\$250.00
File Opening Fee	Administrative Fee – not applicable to structures under 50sqm, plumbing or septic permits		\$25.00

ADDITIONAL REQUIREMENTS AND SPECIALTY STRUCTURES

Retaining Walls	Exceeding 1000mm in exposed height adjacent to public property, access to a building, or private property to which the public is admitted	\$224.00 plus \$1.98 per linear foot
Storage Tanks	Above or below ground	\$224.00 per tank
New Foundation other than residential	Per project	\$224.00 plus \$1.98 per linear foot
Signs (Ontario Building Code)	<ul style="list-style-type: none"> a) A ground sign that exceeds 7.5m in height above adjacent ground, or b) A projecting sign that weighs more than 115kg, or c) A roof sign that has a face area of more than 10 square metres 	\$224.00 per sign
Signs (not listed above)	See By-Law no. 10-18	See Bylaw no. 10-18
Temporary Structures	Tents occupying an area greater than 60m ²	\$224.00 each per year
	Construction and Sales Trailers	\$224.00 each per year
Exhaust Ventilation Hood	Commercial Equipment	\$224.00
Wind Turbine	Having a rated output up to 10k/w	\$350.00
	Having a rated output more than 10k/w	\$1750.00
Solar Collector	a) Mounted on a building and has a face area greater than or equal to 5m ²	\$224.00
	b) Ground mounted solar collectors with a foundation area greater than 10m ²	
Communication Tower	Exceeding 16.2m above ground level	\$224.00 plus 1% of construction value
Crane Runway		\$224.00

Dish Antennae	Mounted on a building and has a face area greater than or equal to 5m ²	\$224.00
Outdoor Pool (Ontario Building Code)	With a depth equal to or > 3.5m at any point or other pool with OBC requirements	\$224.00
Pool Enclosure (for pools not listed above)	As per By-Law no. 05-27 as amended	\$250.00
Pedestrian Bridge	Appurtenant to a building	\$224.00
Shipping Container that is occupying an area more than 10m ² when placed on the ground. A minimum of two (2) vents are to be installed to allow for cross ventilation.	Where a shipping container is removed from a trailer and placed on the ground and used as a storage building (anchorage required)	\$224.00 each
	Where a shipping container is removed from a trailer and placed on a new foundation (anchorage required)	\$224.00 each plus applicable foundation fee
	Where two (2) or more shipping containers are placed on the ground or foundation and a roof is to be constructed over (anchorage required)	The greater of \$224.00 or \$0.86 per sq ft

ON SITE SEWAGE (SEPTIC) AND PLUMBING SYSTEMS

New Installation	Class 4 Sewage System (per system)	\$612.00	
	Class 2,3 or 5 Sewage System (per system)	\$375.00	
Change of Use to Property	"Type 1" A detailed review required	Where NO alteration to existing sewage system is required	\$224.00
		Alteration to existing sewage	\$306.00
	"Type 2"	Where a new sewage system is required	\$612.00
Simple confirmation via file records		\$50.00	
Mandatory On-Site Sewage Maintenance Inspection Program (O/reg 315/10)	Administration Fee and Inspection	\$150.00	
Alteration or Repair	Where no change of use is proposed	\$306.00	
Plumbing Permit (To be used to ensure compliance with Part 7 of the Ontario Building Code)	Basic Fee	\$300.00	
	Fixtures	\$13.00 each	
	Water service connection fee	\$300.00	
	Drains/Sewer connection fee	\$300.00	
	Conversion from septic	\$300.00	
	Private servicing sanitary line	\$300.00	
	Private servicing storm drain	\$300.00	
	Manhole	\$25.00 each	
	Catch Basin	\$25.00 each	
Fire main/Suppression Tanks	\$224.00		

	Fire Hydrant	\$25.00 each
	Backflow preventer (Commercial)	\$150.00
Septic Records	Compliance search (not applicable to residents)	\$25.00
	Compliance letter	\$150.00

SCHEDULE "B" TO BY-LAW NO. 2023-43

REFUNDS

PURPOSE

To govern the refunds of building and demolition permits.

PERMIT APPLICATION PERCENT REFUND ELIGIBILITY

1. Application filed, administrative function has been performed – 75%.
2. Administrative and planning functions have been performed – 60%.
3. Administrative, planning and plan review functions have been performed – 40%.
4. Permit issued, no field inspections have been performed – 30%.
5. Permit issued, minimum one field inspection has been performed – 0%.
6. Administrative fee of \$25.00 is non-refundable.

Notwithstanding the above, no refund shall be made for an amount less than \$224.00. Interpretation of this schedule will be at the sole discretion of the Chief Building Official.

SCHEDULE "C" TO BY-LAW NO. 2023-43

CODE OF CONDUCT CODE OF CONDUCT FOR BUILDING OFFICIALS

PURPOSE:

The Township of Adjala-Tosorontio Building Department maintains this Code of Conduct in accordance with the provisions of the *Building Code Act*. In addition to Article 5: "Code of Conduct" in the Township's Personnel Policy Manual, which applies to all Township staff, this Code of Conduct for Building Officials applies to the Chief Building Official and all Building Officials appointed under the *Building Code Act* in the performance of their duties under the *Building Code Act* and the Building Code.

This Code of Conduct promotes the appropriate standards of behaviour by Building Officials in the exercise of their powers and the performance of their duties. It prevents practices which may constitute an abuse of power including unethical or illegal practices and promotes appropriate standards of honesty and integrity.

STATEMENT:

Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The Township of Adjala-Tosorontio Building Department is committed to the highest standards of professionalism, technical competence, skill, honesty, fairness, and independence. The Township's Building Officials observe both the letter and the spirit of this Code of Conduct as it pertains to situations that arise in the performance of their duties.

PROCEDURES:

Township of Adjala-Tosorontio Building Officials always undertake to:

1. Act in the public interest, particularly regarding the safety of building works and structures;
2. Avoid situations where there may be, or where there may appear to be, a conflict between their duties to their clients, their profession, their peers, and the public at large and their personal interests;

3. Avoid any conduct that could bring the Building Officials, the Township of Adjala-Tosorontio or any of the Township's Local Municipalities into disrepute;
4. Extend professional courtesy to all;
5. Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with the laws governing the *Municipal Freedom of Information and Protection of Privacy Act*. Any requests for information that is not considered public information will be referred to the Township Clerk;
6. Apply all relevant building laws, regulations, and standards strictly and without favour and independent of the influence of interested parties;
7. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act, Law or By-Law that regulates or governs Building Officials or their functions;
8. Maintain their knowledge and understanding of the best current building practices, building laws and regulations by committing to a process of continuous education;
9. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards; and
10. Not act beyond their level of competence or outside their area of expertise.

Responding to Allegations of Misconduct

The *Building Code Act* provides that the performance of Building Officials will be measured against this Code of Conduct. In response to any allegation of a breach of this Code, the Chief Building Official shall direct an investigation and, where appropriate, recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct. Where an allegation is made against the Chief Building Official, the Chief Administrative Officer will direct the investigation and make such recommendations as are reasonable.

Disciplinary action arising from violations of this Code of Conduct will be based on the severity and frequency of the violation in accordance with Township Policies, and relevant employment laws and standards.

SCHEDULE "D" TO BY-LAW NO. 2023-43

APPLICATIONS AND FORMS PRESCRIBED BY REGULATION UNDER THE BUILDING CODE ACT AND THE TOWNSHIP OF ADJALA-TOSORONTIO

1. Application for a Permit to Construct or Demolish.
2. Application for a Permit to Construct an Onsite Sewage System (Septic).
3. Schedule One Designer Form.
4. Schedule Two Designer Form.
5. Energy Efficiency Design Summary Form (Residential).
6. Energy Efficiency Design Summary Form (Commercial).
7. Commitment to General Review.
8. Model Home Certification Form.
9. Agent Authorization Form.
10. Application for Building Permit Extension

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	Authorized agent of owner	
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;"> _____ Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p style="text-align: center;">Date Signature of applicant</p>			

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
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Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)	No (Continue to Section E)	Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p style="text-align: center;">Date Signature of applicant</p>			

Design of On-Site Sewage System

Schedule D to Bylaw No. 2011.21

Class of System 2 or 3 4 5 New Install Alter/Repair

Water Supply Existing or Proposed

Drilled Well

Dug Well

Lake/ River

Other: _____

Fixture Unit Type	# of Fixtures	Fixture Unit Value	Total
3pc Bathroom Group		6	
Flush Tank Toilet		4	
Lavatory		1	
Bathtub		1.5	
Shower (1 head)		1.5	
Bidet		1	
Urinal		1.5	
Kitchen Sinks (dbl)		1.5	
Laundry Tub		1.5	
Clothes Washer		1.5	
Dishwasher (0 if connected to sink drain)		1.5	
Floor Drain 4"		4	
Other			
Total Fixture Units:			

Number of Bedrooms	Volume (L)
1 Bedroom	750
2 Bedrooms	1100
3 Bedrooms	1600
4 Bedrooms	2000
5 Bedrooms	2500

Daily Design Sanitary Sewage Flow Calculations (Q)

- A. Base Flow from Number of Bedrooms: _____ L (max 5)
- B. Additional Bedrooms over 5: _____ x 500 = _____ L
- C. Each Additional Fixture over 20: _____ x 50 = _____ L
- D. Additional Living Space over 200sqm
- i. Each 10sqm over 200sqm up to 400sqm: _____ x 100 = _____ L
 - ii. Each 10sqm over 400sqm up to 600sqm: _____ x 75 = _____ L
 - iii. Each 10sqm greater than 600sqm: _____ x 50 = _____ L

Daily Sewage Flow (Q) = A plus the greater of B or C or D = _____ L/day

Tank(s)

Minimum Size Septic Tank 3600L
Minimum Size Holding Tank 9000L

Septic Tank Size (residential) Q x 2 = _____ L, Proposed: _____ L
Septic Tank Size (non-residential) Q x 3 = _____ L, Proposed: _____ L

Holding Tank Size Q x 7 = _____ L, Proposed: _____ L

Sewage Bed Design

Conventional Trench

Trench Bed Sizing (native soil percolation time = T)

- QT/200
_____ x _____ /200 = _____ m; Proposed: _____ m

Raised Trench Bed

Trench Bed Sizing (imported soil percolation time = T)

- QT/200
_____ x _____ /200 = _____ m; Proposed: _____ m

Daily Loading Area (native soil percolation time = T)

- Q/Loading Rate Factor (chart below)
_____ / _____ = _____ sqm, Proposed: _____ sqm

Receiving Soil Percolation Rate	Loading Rate Factor
1 ≤ 20	10
20 ≤ 35	8
35 ≤ 50	6
greater than 50	4

Filter Bed

Filter Bed Area

- 3000L/day or less = Q/75, or
- 3000L/day or more = Q/50
_____ / _____ = _____ sqm, Proposed: _____ sqm

Contact Area (native soil percolation time = T)

- QT/850
_____ x _____ /850 = _____ sqm, Proposed: _____ sqm

Daily Loading Area (native soil percolation time = T)

- Q/Loading Rate Factor (chart above)
_____ / _____ = _____ sqm, Proposed: _____ sqm

Copy of Maintenance agreement if using any of the below is required

Alternative Treatment Unit

Manufacturer: _____ Model: _____
BMEC/BNQ#: _____ No. of Units (if applicable): _____

Type A Dispersal Bed/ BMEC Area Bed

Stone Area

- 3000L/day or less = $Q/75$, *or*
 - 3000L/day or more = $Q/50$
- _____ / _____ = _____ sqm, Proposed: _____ sqm

Sand Area (native soil percolation time = T)

- T less than 15 = $QT/850$
 - T greater than 15 = $QT/400$
- _____ x _____ / _____ = _____ sqm, Proposed: _____ sqm

Type B Dispersal Bed

Dispersal Area (native soil percolation time = T)

- $QT/400$ *or*
 - Q/Loading Rate (using table 2-8 o BCMOH)
- _____ / _____ = _____ sqm, Proposed: _____ sqm

Linear Loading Rate (native soil percolation time = T)

- T less than 24 = $Q/40$ *or*
 - T greater than 24 = $Q/50$ *or*
 - From Table 2-11 of BCMOH where required
- _____ / _____ = _____ m, Proposed: _____ sqm

Class 2 or 3 Systems

Size _____ sqm;
Configured as Length _____ m x Width _____ m x Height _____ m
Wall Structure _____; Type of Cover _____

Lot Diagram

As part of the application a lot diagram is required, this must indicate north and show the following required information with proposed or existing **setbacks**:

- Sewage System Components (tank, bed, loading area, mantle area)
- Existing Sewage Systems
- Structures (proposed or existing, incl. pools)
- Property Lines
- Topographical Features (steep slopes, low lands)
- Water Supplies (incl. neighbours) and other water features (lakes, streams, etc.)
- Driveways
- Direction of Slope



Date: _____

Project: _____

A large, empty rectangular box with a black border, occupying the majority of the page below the header section.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;"> _____ Date Signature of Designer </p>			

NOTE:

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Schedule 2: Sewage System Installer Information

A. Project Information			
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Municipality	Postal code	Plan number/ other description	
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Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p style="text-align: center;">Date Signature of applicant</p>			

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m ² or _____ ft ²	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____ m ² or _____ ft ²	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))				
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s) Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾		Building Component	Efficiency Ratings
Thermal Insulation	Nominal	Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers_____
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m²·K) or Btu/(h·ft²·F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 **Windows, Skylights and Glass Doors:** If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft ²

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

**ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10
PROJECT INFORMATION**

Project:	Location:
Building Permit Application No.:	Date:

Architectural Designer Information*	Mechanical Designer Information*	Electrical Designer Information*
_____	_____	_____
Name	Name	Name
_____	_____	_____
Address	Address	Address
_____	_____	_____
City Province	City Province	City Province
_____	_____	_____
Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)

*IF MORE DESIGNERS ARE INVOLVED, PROVIDE ADDITIONAL COPIES OF THIS FORM.

THIS CHECKLIST IS A CONVENIENCE DOCUMENT ONLY AND IS BASED ON THE ENERGY EFFICIENCY REQUIREMENTS DESCRIBED IN THE ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10 DIVISION 3. THIS CHECKLIST IS NOT A SUBSTITUTE FOR COMPLYING WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE. WHILE CARE HAS BEEN TAKEN TO ENSURE ACCURACY OF THIS CHECKLIST, DESIGNERS AND BUILDING OFFICIALS MUST REFER TO THE ACTUAL WORDING AND REQUIREMENTS OF THE ONTARIO BUILDING CODE (O.REG. 350/06 AND AMENDMENTS UP TO AMENDING O.REG. 315/12).

THIS CHECKLIST IS MADE AVAILABLE FOR CODE USERS BY THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING. USERS SHOULD ALWAYS CONSULT WITH THE AUTHORITY HAVING JURISDICTION, IF THE CHECKLIST IS GOING TO BE SUBMITTED TO THAT AUTHORITY. THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING DOES NOT ASSUME RESPONSIBILITY FOR ERRORS OR OVERSIGHTS RESULTING FROM THE INFORMATION CONTAINED HEREIN.

PLEASE FILL IN THE ACTUAL VALUES INSTALLED AND CHECK BOXES AS THEY APPLY.

OBC SB-10 COMPLIANCE SUMMARY

Energy Efficiency Design:

There are three energy compliance options to meet the requirements of OBC SB-10 Division 3. Please select the compliance option selected for this project. The energy efficiency of all buildings must be designed to:

Compliance Path		Forms to Complete
(A) Achieve the energy efficiency levels attained by conforming to the ASHRAE 90.1-2013, "Energy Standard for Buildings Except Low-Rise Residential Buildings" and Chapter 2 of SB-10 (Division 3). <i>This compliance path includes both prescriptive and performance path options. Please proceed to Form A.</i>	<input type="checkbox"/> YES	FORM A
(B) Achieve the energy efficiency levels attained by conforming to the National Energy Code of Canada for Buildings 2015 and Chapter 3 of SB-10 (Division 3). <i>This compliance path includes both prescriptive and performance path options. Please proceed to Form B.</i>	<input type="checkbox"/> YES	NECB
(C) Section 7 "Energy Efficiency" of 2014 ANSI/ASHRAE/USGBC/IES 189.1, excluding Sections 7.2.b, 7.4.7.3, 7.4.8 and 7.5	<input type="checkbox"/> YES	

**ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10
PROJECT INFORMATION – ADDITIONAL DESIGNER SIGNATURES**

Project:	Location:
Building Permit Application No.:	Date:

Designer Information (Other)*:	Designer Information (Other)*:	Designer Information (Other)*:
Specialty	Specialty	Specialty
Name	Name	Name
Address	Address	Address
City Province	City Province	City Province
Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)

*AS APPLICABLE TO SB-10 2017 PROVISIONS AND REQUIREMENTS.

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OBC SB-10 AND ASHRAE 90.1 - 2013 – COMPLIANCE SUMMARY**Form A**

Project:	Location of Project:
Building Permit Application No.:	Climatic Zone (SB-10 Division 3 Section 1.3):

ASHRAE 90.1 – 2013 COMPLIANCE AS MODIFIED BY OBC SB-10 DIVISION 3

The building design complies with the mandatory provisions of the following sections regardless of the compliance path:

ASHRAE 90.1-2013 Standard Section	Compliance Column	Form
5.4 BUILDING ENVELOPE AND SB-10 DIVISION 3	<input type="checkbox"/> YES	FORM 5.4
6.4 HEATING, VENTILATING AND AIR CONDITIONING	<input type="checkbox"/> YES	FORM 6.3 or FORM 6.4
7.4 SERVICE WATER HEATING SYSTEMS AND EQUIPMENT	<input type="checkbox"/> YES	FORM 7.4
8.4 POWER	<input type="checkbox"/> YES	FORM 8.4
9.4 LIGHTING	<input type="checkbox"/> YES	FORM 9.4
10.4 OTHER EQUIPMENT AND SB-10 DIVISION 3	<input type="checkbox"/> YES	FORM 10.4

METHOD OF COMPLIANCE

Building Design must comply with either the Prescriptive Requirements or the Energy Cost Budget Method. Indicate which method was selected.

Compliance Method	Compliance Column	Form
PRESCRIPTIVE COMPLIANCE	<input type="checkbox"/> YES	COMPLETE SECTION A-1
ENERGY COST BUDGET METHOD	<input type="checkbox"/> YES	COMPLETE SECTION A-2

A-1: PRESCRIPTIVE COMPLIANCE – ASHRAE 90.1-2013 AND OBC SB-10

The building design complies with the Prescriptive Compliance requirements of the following sections:

Standard Section Reference		Compliance Column	Form
Sec 5 BUILDING ENVELOPE	Prescriptive Requirements (5.5 of 90.1)	<input type="checkbox"/> YES	FORM 5.5 or
	Building Envelope Trade-Off (5.6 of 90.1)	<input type="checkbox"/> YES	FORM 5.6
Sec 6 HVAC SYSTEMS	Simplified Approach for HVAC Systems	<input type="checkbox"/> YES	FORM 6.3 or
	Mandatory + Prescriptive Path Option	<input type="checkbox"/> YES	FORM 6.4
Sec 7 SERVICE WATER HEATING	Prescriptive Path Option	<input type="checkbox"/> YES	FORM 7.4
Sec 9 LIGHTING	Prescriptive Requirements	<input type="checkbox"/> YES	FORM 9.5

A-2: ENERGY COST BUDGET METHOD – ASHRAE 90.1-2013 AND OBC SB-10

	Compliance Column	Form
The building design complies with the provisions of Section 11 of ASHRAE 90.1-2013, based on Division 3 of SB-10.	<input type="checkbox"/> YES	FORM 11

SECTION 5.4 MANDATORY PROVISIONS

Building insulation has been designed to comply with section 5.4.1 of ASHRAE 90.1-2013 as modified by Chapter 2 of OBC SB-10.	<input type="checkbox"/> YES
Building fenestration and doors have been designed to comply with section 5.4.2 of ASHRAE 90.1-2013 as modified by Chapter 2 of OBC SB-10.	<input type="checkbox"/> YES
Building air leakage has been designed to comply with section 5.4.3 of ASHRAE 90.1-2013 as modified by Chapter 2 of OBC SB-10.	<input type="checkbox"/> YES

Section 5.5 Overall Building Design Requirements

The building design must comply with the following general requirements. If any of these requirements are not met, the prescriptive path cannot be pursued. Consider the building envelope trade-off compliance or the Energy Cost Budget Method Described in Chapter 11 of ASHRAE 90.1-2013:

Gross Wall Area: _____ m ² Vertical Fenestration Area: _____ m ² Vertical fenestration area is less than 40% of the gross wall area	<input type="checkbox"/> YES
Gross Roof Area: _____ m ² Skylight Area: _____ m ² Total skylight area does not exceed 3% of the gross roof area	<input type="checkbox"/> YES
Where the main entrance is located on the south orientation and the south-oriented wall area is larger than west-oriented wall area, and where the south-oriented wall area is larger than east-oriented wall area, per ASHRAE 90.1-2013 5.5.4.5, either: (a) total east and west vertical fenestration areas are each less than 25% of total vertical fenestration area for the whole building, or (b) east and west area-weighted SHGC is less than area-weighted SHGC for total fenestration Exception (from ASHRAE 90.1-2013 Section 5.5.4.5): _____	<input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> N/A
Where electric space heating provides more than 10 per cent of the heating capacity, the building envelope shall comply with the requirements of Table SB 5.5-7 of SB-10, regardless of its climatic location	<input type="checkbox"/> YES <input type="checkbox"/> N/A
For Climate Zone 5, minimum skylight fenestration area conforms to the requirements of ASHRAE 90.1-2013 5.5.4.2.3.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Identify SB-10 Table used for maximum U-Factors or minimum RSI-Values : _____	

Complete the table on Form 5.5-2 to show compliance for all envelope components. Attach as many copies of this form as required to ensure that all envelope components are represented.

For all opaque surfaces, compliance must be demonstrated by meeting either:

1. The minimum R-values of insulation added in framing cavities and continuous insulation as specified in Tables SB5.5-5 to SB5.5-7.
2. The maximum U-factor, C-factor, or F-factor for the entire assembly as specified in Tables SB5.5-5 to SB5.5-7. U-factor is to be determined from tables in Appendix A of ASHRAE 90.1-2013 or through calculation methods described in ASHRAE 90.1-2013 Appendix Section A9.

For all fenestration products, compliance with U-factors, SHGC and VT must be determined for the overall fenestration product.

1. Fenestration shall have a U-factor and SHGC not greater than those specified in SB-10 Tables SB5.5-5 to SB5.5-7.
2. Where automatic daylighting controls are required in accordance with Section 9.4.1.1(e) or (f), fenestration shall have a ratio of VT divided by SHGC not less than that specified in Tables SB5.5-5 through SB5.5-7 for the appropriate fenestration area.
3. U-factor to be determined through CSA or NFRC rating or by using ASHRAE 90.1-2013 Appendix A default values.

Please complete the following table to include information on all walls, roofs, doors, and floors used in the design.

OPAQUE BUILDING ENVELOPE COMPONENTS					
Opaque Element - Description ⁽¹⁾	Space Conditioning Category ⁽²⁾	Class of Construction ⁽³⁾	Criteria Max. U-Value ⁽⁴⁾ or Min RSI	Design U-Value ⁽⁴⁾ or RSI	Area Weighted Avg. Used ^{(5)?}
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH				<input type="checkbox"/> Y <input type="checkbox"/> N

Please complete the following table to include information on all fenestration products used in the design.

FENESTRATION ENVELOPE COMPONENTS									
Fenestration - Description ⁽¹⁾	Space Conditioning Category ⁽²⁾	Class of Construction ⁽³⁾	U-Value ⁽⁴⁾		SHGC ⁽⁶⁾		VT/SHGC		Area Weighted Average Used ^{(5)?}
			Crit.	Des.	Crit.	Des.	Crit.	Des.	
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N
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	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N
	<input type="checkbox"/> NR <input type="checkbox"/> R <input type="checkbox"/> SH								<input type="checkbox"/> Y <input type="checkbox"/> N

- (1) Indicate if Element is a Wall, Roof, Floor, Door, Window or Skylight and a Tag or Description (eg Wall – W1).
- (2) Select from Non-residential (NR), Residential (R), or Semiheated (SH).
- (3) Select from the subclasses of roofs, walls, floors, doors and fenestration provided in Tables SB5.5-5 to SB5.5-7 (eg. Steel Framed for walls). Note that curtain wall systems are considered a steel framed wall.
- (4) F-Factors can be used for floors and C-Factors for below Grade Walls as applicable.
- (5) Elements of the same type, space category, and class of construction can be averaged using area weighting to show compliance only if U-Values are used.
- (6) Design SHGC may be higher than the criteria if one of the exceptions from ASHRAE 90.1-2013 5.5.4.4.1 or 5.5.4.4.2 is applicable. Please use the space below to identify the fenestration elements (if any) which an exception for SHGC is being claimed.
- (7) Design VT/SHGC ratio may be lower than the criteria if one of the exceptions from ASHRAE 90.1-2013 5.5.4.6 is applicable. Please use the space below to identify the fenestration elements (if any) which an exception for VT/SHGC is being claimed.

SHGC and VT/SHGC EXCEPTIONS	
Fenestration Element	SHGC or VT/SHGC exception from ASHRAE 90.1-2013 5.5.4.4.1, 5.5.4.4.2, or 5.5.4.6

Note that this option may only be pursued using the procedure described in ASHRAE 90.1-2013 Section 5.6 as modified by the requirements of Chapter 2 of SB-10

Calculated EPF for proposed building*: _____

Calculated EPF for budget building*: _____

Envelope performance factor (EPF) for proposed building is less than or equal to the envelope performance factor of the budget building.	<input type="checkbox"/> YES
All components of the building envelope shown on architectural drawings or installed in existing buildings have been separately described and modeled in the proposed building design, with exception for envelope assemblies that cover less than 5% of the total area of its corresponding assembly type, and whose area can be included with another similar assembly (based on thermal properties and orientation) as noted in Section 5.6.1.1.	<input type="checkbox"/> YES
A software program* incorporating the requirements of ASHRAE 90.1-2013 as modified by SB-10 has been used to calculate the EPF. A report from this software is attached. Name of software: _____	<input type="checkbox"/> YES

***Note that the EPF must be calculated by a simulation program which includes the requirements of ASHRAE 90.1-2013 as modified by SB-10.**

If simplified HVAC method is used complete this form, otherwise proceed to Form 6.4.

Number of Stories:	Gross floor area:	m ²
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Reference		Standard Compliance
6.3.1	The building is 2 stories or less in height and has a gross floor area less than 2,300 m ² .	<input type="checkbox"/> YES
6.3.2	All of the requirements in Section 6.3 as outlined below must be met by each HVAC system in the facility.	
6.3.2.a	System serves a single HVAC zone.	<input type="checkbox"/> YES
6.3.2.b	The equipment meets the variable flow requirements of Section 6.5.3.2.1.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.c	If a cooling is installed, it is provided by a unitary packaged or split-system air conditioner that is either air-cooled or evaporatively cooled and meets the efficiency requirements shown in Tables 6.8.1-1, 6.8.1-2, and 6.8.1-4.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.d	The system has an air economizer with outside airflow capacity and controls as required per Section 6.5.1., unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.e	Heating is provided by a unitary packaged or split-system heat pump, a fuel-fired furnace, an electric resistance heater or a baseboard system connected to a boiler. All heating equipment meets the efficiency requirements shown in Table 6.8.1-2, 6.8.1-4, 6.8.1-5, and 6.8.1-6 as modified by SB-10 Table SB 6.8.1-2017.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.f	System meets the exhaust air energy recovery requirements of Section 6.5.6.1 as modified by SB-10, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.g	The system is controlled by a manual changeover or dual setpoint thermostat.	<input type="checkbox"/> YES
6.3.2.h	Heat pumps equipped with auxiliary internal electric resistance heaters (if any) have controls to prevent supplemental heater operation when the heating load can be met by the heat pump alone, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.i	The system controls do not permit reheat or any other form of simultaneous heating and cooling for humidity control.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.j	Systems are provided with a time switch that (1) can start and stop the system under different schedules for seven different day-types per week; (2) is capable of retaining programming and time setting during a loss of power for a period of at least 10 h; (3) includes an accessible manual override that allows temporary operation of the system for up to 2 h; (4) is capable of temperature setback down to 13° C during off hours; and (5) is capable of temperature setup to 32° C during off hours unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.k	Piping is insulated in accordance with values given in Table 6.8.3A and 6.8.3B. Insulation exposed to weather is suitable for outdoor service (i.e. protected by aluminum, sheet metal, etc. or painted with a coating that is water retardant and provides shielding from solar radiation).	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.l	Ductwork and plenums are insulated in accordance with Tables 6.8.2A and 6.8.2B and sealed in accordance with Section 6.4.4.2.1.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.m	Specifications call for ducted air systems to be balanced.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.n	Outdoor air intake and exhaust systems meet the controls requirements of Section 6.4.3.4.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.o	Where separate heating and cooling equipment serve the same temperature zone, thermostats are interlocked to prevent simultaneous heating and cooling.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.p	Systems with a design supply air capacity greater than 5,000 L/s have optimum start controls.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.q	In spaces larger than 50m ² and with design occupancy ≥ 25 people per 100m ² , the system complies with the demand control ventilation requirements in Section 6.4.3.8, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.3.2.r	The system complies with the door switch requirements of Section 6.5.10.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

SECTION 6 HVAC – 6.4 MANDATORY PROVISIONS AND 6.5 PRESCRIPTIVE REQUIREMENTS Form 6.4		
Reference		Standard Compliance
	Mandatory Provisions – Complete only if simplified HVAC method is not used.	
6.4.1	Equipment shown in 6.8.1-1 through 6.8.1-13 meets the minimum performance (as modified by SB-10 Table SB 6.8.1-2017) at the specified rating conditions in accordance with the test procedures in the tables or those in SB-10 Section 6.4.1.A.	<input type="checkbox"/> YES
6.4.2.1	Load calculations for heating and cooling systems are done as per ASHRAE Standard 183-2007 for selection of all equipment and systems.	<input type="checkbox"/> YES
6.4.2.2	Pressure drop through each device and pipe segment in the critical circuit at design conditions has been calculated in accordance with generally accepted engineering standards and handbooks.	<input type="checkbox"/> YES
6.4.3	Mandatory controls requirements are met by all the equipment in the building as outlined in Section 6.4.3.	<input type="checkbox"/> YES
6.4.4.1	Ductwork, piping, and equipment insulation meets the requirements of Section 6.4.4.1.	<input type="checkbox"/> YES
6.4.4.2	Construction documents specify sealing and pressure testing of ductworks and plenums as per Section 6.4.4.2.	<input type="checkbox"/> YES
6.4.5	Site-assembled or site-constructed walk-in coolers and freezers shall conform to the requirements of Section 6.4.5.	<input type="checkbox"/> YES
6.4.6	All refrigerated display cases shall conform to the requirements of Section 6.4.6., including Section 6.4.1.1 and Tables 6.8.1-1 through 6.8.1-13 as modified by SB-10.	<input type="checkbox"/> YES
	Prescriptive Requirements – Complete this section if not using Energy Cost Budget Method.	
6.5.1	Each cooling system that has a fan employs either airside or waterside economizer unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.1.1	Airside economizers are capable of modulating outdoor air dampers to provide up to 100% design airflow for cooling and the system provides relief capacity for such airflow.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.1.2.1	Waterside economizers are capable of cooling supply air up to 100% of the expected system cooling load at the conditions listed under Section 6.5.1.2.1, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.1.2.2	Waterside economizer systems with pressure drop greater than 45kPa are isolated from main cooling loop to reduce pumping input in the normal cooling mode.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.1.3	Economizer systems incorporate integrated economizer controls per ASHRAE 90.1-2013 6.5.1.3	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.1.4	Economizer operation does not increase the building heating energy use during normal operation, except as allowed under ASHRAE 90.1-2013 6.5.1.4	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.1.5	Systems with hydronic cooling and humidification systems designed to maintain inside humidity at a dew-point temperature greater than 2°C use a water economizer if required by ASHRAE 90.1-2013 6.5.1.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.2	Simultaneous heating and cooling is limited with compliant zone, hydronic system, dehumidification, and humidification controls as per Section 6.5.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.3	Cooling system fan controls comply with the requirements of 6.5.3.2 and 6.5.3.3.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.3.1	Fan systems exceeding 4kW nameplate power have fan power limitations 10% below limitations specified in ASHRAE 90.1-2013 Table 6.5.3.1.1-1 and Section 6.5.3.1.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.4.1	Boiler systems with design input of ≥ 293 kW comply with the turndown ratio specified in Table 6.5.4.1.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.4.2	Pumping systems greater than 7.5 kW employ compliant variable flow controls, unless exempt	
6.5.4.3	Chilled water plants with more than one chiller and boiler plants with more than one boiler reduce loop water flow automatically whenever a chiller or boiler is shut down and isolated.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.4.4	Hydronic systems exceeding design capacity of 88 kW include controls to reset supply water temperature based on building loads or outdoor air temperature, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.4.5	Hydronic heat pumps and unitary air-conditioners include automatic water shutoff when the compressor is off (unless units are employing water economizer) and those having total pump system power greater than 3.7 kW have variable speed control.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.4.6	Chilled water and condenser water pipe is sized according to Table 6.5.4.6.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.5	Open-circuit cooling towers have fans meeting the energy efficiency requirements of Section 6.5.5.3 and have flow turndown in compliance with 6.5.5.4.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

SECTION 6 HVAC – 6.4 MANDATORY PROVISIONS AND 6.5 PRESCRIPTIVE REQUIREMENTS Form 6.4		
6.5.5.2	All heat rejection equipment provide fan controls that comply with Section 6.5.5.2, with variable speed drives on fan motors \geq 5.6 kW.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.6.1	Exhaust air energy recovery is provided for fan systems meeting the conditions listed on Table 6.5.6.1. Energy recovery is at least 55% effective and bypass is available to permit air economizer operation as per Section 6.5.1.1.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.6.2	Condenser heat recovery system for heating or preheating hot water is provided, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.7.1	Kitchen exhaust systems are designed as per Section 6.5.7.1.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.7.1.5	Specifications call for performance testing of kitchen exhaust systems.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.7.2	Laboratory fume hoods with a total exhaust system flow $>$ 2,360 L/S comply with the variable air volume control requirements of 6.5.7.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.8.1	Heating of unenclosed spaces is done by radiant heating, except loading docks with air curtains.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.9	Cooling equipment with hot-gas bypass controls is designed with multiple steps of unloading or continuous capacity modulation, with capacity limits as indicated in Table 6.5.9 for VAV systems. Constant volume units do not have hot gas bypass.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.10	All conditioned spaces with a door to the exterior have door switches interlocked with heating and cooling controls per Section 6.5.10, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
6.5.11	Refrigeration systems that are comprised of refrigerated display cases, walk-in coolers, or walk-in freezers connected to remote compressors, remote condensers, or remote condensing units meet the requirements of Sections 6.5.11.1 through 6.5.11.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

SECTION 7 SERVICE WATER HEATING – 7.4 MANDATORY PROVISIONS AND 7.5 PRESCRIPTIVE REQUIREMENTS		
Reference	Item	Standard Compliance
7.4.1	Load calculations for heating and cooling systems are done in accordance with manufacturer's published sizing guidelines or generally accepted engineering standards and handbooks for selection of all equipment and systems.	<input type="checkbox"/> YES
7.4.2	All equipment used solely for the following purposes meets or exceeds the efficiency requirements and testing criteria of Table 7.8, as modified by SB-10 7.4.2.A, unless exempt.: <ul style="list-style-type: none"> • heating potable water • pool heaters • hot water storage tanks Exemptions:	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.3	The following service hot water piping is insulated to levels shown in Table 6.8.3-1: <ol style="list-style-type: none"> a. Recirculating system piping, including piping of a circulating tank type water heater. b. The first 2.4m of outlet piping for a constant temperature non-recirculating storage system. c. Inlet pipe between storage tank and heat trap in a non-recirculating storage system. d. Pipes that are externally heated (e.g. heat tracing). 	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.4.1	All water-heating systems have temperature controls that are adjustable down to 49°C or lower. <ul style="list-style-type: none"> • Exception: Equipment that must be protected from corrosion, as per manufacturer's installation instructions. 	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.4.2	Systems designed with pipe heating systems such as heat trace have temperature or time controls to disable during extended periods without hot water demand.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.4.3	Public lavatories have outlet temperature controls that limit the discharge temperature to 43°C.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.4.4	Tanks with remote heaters have circulation pump controls to limit operation of circulation pumps to a maximum of five minutes after the end of the heating cycle.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.5.1	Pool heaters have readily accessible ON/OFF switch without adjusting the thermostat setting. Gas-fired heaters do not have standing pilot lights.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.5.2	Per SB-10 7.4.5.2, heated exterior public pools and public spas shall be equipped with pool covers, unless over 60% of their energy for heating (computed over an annual operating season) is derived from site-recovered or site-solar energy.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.5.3	Pool heaters and circulation pumps have time switches, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.4.6	Heat traps are provided to all vertical risers serving storage water heaters and storage tanks.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Prescriptive Requirement – Complete this section if not using Energy Cost Budget Method.		
7.5	Boiler systems that provide space heating as well as service water heating meet the conditions of Sections 7.5.1 and 7.5.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
7.5.3	Gas service hot-water systems with a total installed gas water-heating input capacity of 293 kW or greater, shall have a minimum input capacity-weighted average thermal efficiency of 90%, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

ASHRAE 90.1 & SB-10- SECTION 8,9 &10 POWER, LIGHTING AND OTHER EQUIPMENT

SECTION 8 POWER – 8.4 MANDATORY PROVISIONS		Form 8.4
Reference	Item	Standard Compliance
8.4.1	Feeder conductors and branch conductors are sized as per Section 8.4.1.	<input type="checkbox"/> YES
8.4.2	At least 50% of all 125 volt 15- and 20-Ampere receptacles (installed in conference rooms, rooms used primarily for printing and/or copying functions, breakrooms, classrooms, and individual workstations), and at least 25% of branch circuit feeders (installed for modular furniture not shown on the construction documents), are provided with automatic receptacle controls that function on a) time-of-day schedule or b) occupant sensor or c) occupancy signal from another control or alarm system, with exceptions as listed, as modified by SB-10.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
8.4.3	Unless exempted, measurement devices are shown in design documents to monitor the total electrical energy, as well as the electrical energy use separately for HVAC systems, interior lighting, exterior lighting, and receptacle circuits. For buildings with tenants, these systems are separately monitored for the total building and (excluding shared systems) for each individual tenant. Data recording and storage capabilities meet the requirements of 8.4.3.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
8.4.4	Low Voltage Dry-Type Distribution Transformers meet nominal efficiencies shown in Table 8.4.4, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

SECTION 9 LIGHTING– MANDATORY PROVISIONS CHECKLIST		Detailed Form 9.4-1
Reference	Item	Standard Compliance
9.4.1.1	For each space in the building, all of the lighting control functions indicated in ASHRAE 90.1-2013 Table 9.6.1, for the appropriate space type in column A, have been implemented, as described by Section 9.4.1.1: a. Local Control b. Restricted to manual ON c. Restricted to partial automatic ON d. Bilevel lighting control e. Automatic daylight responsive controls for sidelighting f. Automatic daylight responsive controls for toplighting g. Automatic partial OFF (full OFF complies) h. Automatic full OFF i. Scheduled shutoff	<input type="checkbox"/> YES
9.4.1.2	Lighting for parking garages is controlled by automatic shutoff controls meeting the requirements outlined in Section 9.4.1.2.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	Lighting for parking garages is controlled by one or more devices that reduce lighting power of each luminaire by at least 30% when there is no activity within a zone for at most 30 minutes. Each lighting zone for this requirement cannot exceed 334 m ² , except daylight transition zones and ramps without parking.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	Daylight transition zones in parking garages are controlled separately. These are automatically controlled to reduce by at least 50% from sunset to sunrise.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	Parking garage luminaires within 6m of perimeter walls that have a net opening-to-wall ratio of at least 40% automatically reduce power in response to daylight, except daylight transition zones and ramps without parking.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
9.4.1.3	Additional control is provided to the special applications listed in Section 9.4.1.3	<input type="checkbox"/> YES <input type="checkbox"/> N/A
9.4.1.4	Exterior lights are shut off by an automatic photosensor when available daylight is sufficient, unless exempt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	All building façade and landscape lighting is automatically shut off overnight as per 9.4.1.4.	<input type="checkbox"/> YES
	Exterior lighting not for façade or landscape, including for signage, is automatically controlled to reduce lighting power by at least 30% overnight or during inactive periods as per 9.4.1.4. (Uncovered parking areas are exempt per SB-10)	<input type="checkbox"/> YES
9.4.2	Exterior building lighting power complies with ASHRAE 90.1-2013 9.4.2 as modified by SB-10. Form 9.4.2 may be used to demonstrate compliance.	<input type="checkbox"/> YES
9.4.3	Third party functional testing of all lighting control devices and systems is specified in the construction documents.	<input type="checkbox"/> YES

SECTION 9.4 LIGHTING – EXTERIOR LIGHTING POWER MANDATORY COMPLIANCE		Form 9.4-2
Reference		Standard Compliance
9.4.3	Exterior Lighting Zone _____ (Table SB 9.4.2-2–2017) Total Installed Exterior Lighting Power _____ W ≤ value of exterior LPA _____ W * List any exemptions that apply:	<input type="checkbox"/> YES <input type="checkbox"/> N/A

* Calculation worksheet (FORM 9.4-3) is required.

SECTION 9.5 LIGHTING – INSTALLED LIGHTING POWER PRESCRIPTIVE COMPLIANCE		Form 9.5-1
Prescriptive Requirements – Complete if not using Energy Cost Budget Method		
Reference		Standard Compliance
9.5 9.6	9.5 INTERIOR LIGHTING POWER ALLOWANCE BY BUILDING TYPE Calculation of Interior Lighting Power Allowance (ILPA) by Building Type based on Table SB 9.5.1–2017 * Building Type _____ Gross Lighted Area _____ m ² Lighting Power Density _____ W/m ² Total Installed Interior Lighting Power _____ W ≤ value of Interior LPA _____ W *	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	9.6 INTERIOR LIGHTING POWER ALLOWANCE BY SPACE FUNCTION Calculation of Interior Lighting Power Allowance (ILPA) for each space based on Table SB 9.6.1–2017 * Total Installed Interior Lighting Power _____ W ≤ value of Interior LPA _____ W * List any exemptions that apply:	<input type="checkbox"/> YES <input type="checkbox"/> N/A

* Calculation worksheet (FORM 9.5-2) is required.

Project:	Designer Name:
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Exterior Building Lighting Power Allowance - refer to Table SB 9.4.2-2-2017			
Location / Application	Allowance	Area or Length (m ² or m)	Tradable Power Allowance
Exterior Lighting Zone		Base Site Allowance	
Tradable Power Allowance			

Exterior Installed Lighting Power				
ID	Luminaire description (including number of lamps per fixture, watts per lamp, type of ballast, type of fixture)	Number of Luminaires	Watts/ Luminaire	Total Watts
Total Exterior Lighting Power				

* If additional space is required to provide further information, please attach a separate sheet(s) of paper.
 ** If trade-offs or exceptions are used attach calculations.

ASHRAE 90.1 & SB-10 - SECTION 9 – LIGHTING COMPLIANCE WORKSHEET

FORM 9.5-2

Project:	Designer Name:
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Interior Power Allowance (Building Area Method) -refer to Table SB 9.5.1–2017			
Building Type	Lighting Power Density Allowance (W/m ²)	Gross Lighted Floor Area (m ²)	Lighting Power Allowance (W) (LPD×GLFA)
Total Power Allowance			

Interior Lighting Power Allowance (Space by Space Method) - refer to Table SB 9.6.1–2017				
Building Type	Common/Specific Space Type	Lighting Power Density Allowance (W/m ²)	Space Area (m ²)	Lighting Power Allowance (W)
Total Power Allowance				

Interior Connected Lighting Power				
Space ID	Luminaire Description (including number of lamps per fixture, watts per lamp, type of ballast, type of fixture)	Number of Luminaires	Watts/Luminaire	Total Watts
Total Interior Lighting Power				

* If additional space is required to provide further information, please attach a separate sheet(s) of paper.
 ** If additional interior lighting power, trade-offs or exceptions are used attach calculations.

SECTION 10 OTHER EQUIPMENT - MANDATORY PROVISIONS		Form 10.4
Reference	Item	Standard Compliance
10.4.1	Electric motors are in compliance with Table SB-10 Table 10.4.1.A where applicable; otherwise, they comply with ASHRAE 90.1-2013 Tables 10.8-1, 10.8-2, 10.8-3 and 10.8-6, as applicable.	<input type="checkbox"/> YES
10.4.2	Service water pressure booster pumps have pressure sensors to vary pump speed and/or start and stop pumps.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	No devices are installed to reduce the pressure of all of the water supplied by any booster system or pump, except for safety devices.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	Booster pumps shut off when there is no service water flow.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
10.4.3	All elevator cab lighting systems have efficacy of not less than 35 lumens per Watt.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	Elevator cab ventilation fans for elevators without air conditioning consume less than 0.7 W·s/L at maximum speed.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
	Cab interior light and ventilation is de-energized when elevators are stopped and unoccupied with doors closed for over 15 minutes.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
10.4.4	Escalators and moving walks automatically slow to the minimum permitted speed in accordance with ASME A17.1/CSA B44 or applicable local code when not conveying passengers.	<input type="checkbox"/> YES <input type="checkbox"/> N/A
10.4.5	The building is designed to facilitate future installation of means to measure and monitor energy use by each energy type described in Section 10.4.5.1, per SB-10 10.4.5.3.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

COMMITMENT TO GENERAL REVIEW BY ARCHITECT AND ENGINEERS

Ontario Building Code, s.2.3.2.

Part A: Owner's Undertaking

(This part must be completed by Owner or agent authorized by Owner)

Project Description:

Address of Project:

Permit Application No.:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario; **(see overleaf)**

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. An architect and/or professional engineers have been retained to provide general review of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario;
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:
(or officer of corporation)

Print Name:

Fax:

Name of Prime Consultant:
(person coordinating work of all consultants)

Telephone:

Address:

Fax:

Part B: Confirmation by Consultants

(This part must be completed by all consultants retained for general review)

The undersigned architect and/or professional engineer(s) hereby certify that he/she has been retained to provide general review of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario. **(see overleaf)**

The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:

ARCHITECTURAL STRUCTURAL SITE SERVICES MECHANICAL ELECTRICAL OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Address:

Telephone:

Fax:

Date:

The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:

ARCHITECTURAL STRUCTURAL SITE SERVICES MECHANICAL ELECTRICAL OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Address:

Telephone:

Fax:

Date:

The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:

ARCHITECTURAL STRUCTURAL SITE SERVICES MECHANICAL ELECTRICAL OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Address:

Telephone:

Fax:

Date:

The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:

ARCHITECTURAL STRUCTURAL SITE SERVICES MECHANICAL ELECTRICAL OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Address:

Telephone:

Fax:

Date:

The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:

ARCHITECTURAL STRUCTURAL SITE SERVICES MECHANICAL ELECTRICAL OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Address:

Telephone:

Fax:

Date:

The undersigned hereby certifies that he/she has been retained to provide general review of the following parts of construction:

ARCHITECTURAL STRUCTURAL SITE SERVICES MECHANICAL ELECTRICAL OTHER (SPECIFY):

Consultant Name:

Signature:

Print Name:

Address:

Telephone:

Fax:

Date:

An owner who constructs or arranges to have constructed certain buildings specified in the Ontario Building Code must by law retain an architect and/or professional engineers to carry out reviews during construction to determine whether the construction is in general conformity with the building permit documents. The consultants are obliged to carry out these field reviews, including their scope and frequency, in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers of Ontario, and must forward written reports arising out of these reviews to the Chief Building Official of the municipality.

Professional design and review requirements in the Ontario Building Code, O.Reg. 403/97*

Building Classification by Major Occupancy*	Building Description	Design and General Review by**
Assembly occupancy only	Every building	Architect and engineer
Assembly occupancy and any other major occupancy except industrial	Every building	Architect and engineer
Care or detention occupancy only	Every building	Architect and engineer
Care or detention occupancy and any other major occupancy except industrial	Every building	Architect and engineer
Residential occupancy only	Every building that exceeds 3 storeys in building height	Architect and engineer
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area and that contains a residential occupancy other than a dwelling unit or dwelling units	Architect
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area and contains a dwelling unit above another dwelling unit	Architect
Residential occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in building area contains 3 or more dwelling units and has no dwelling unit above another dwelling unit	Architect
Residential occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Business and personal services occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Business and personal services occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Mercantile occupancy only	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Mercantile occupancy and any other major occupancy except industrial, assembly or care or detention occupancy	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Industrial occupancy only and where there are no subsidiary occupancies	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect and engineer
Industrial occupancy and one or more other major occupancies where the portion of the area occupied by one of the other major or subsidiary occupancies exceeds 600 m ² (6460 ft ²)	The non-industrial portion of every building	Architect and engineer
Industrial occupancy and one or more other major occupancies where no portion of the area occupied by one of the other major or subsidiary occupancies exceed 600 m ² (6460 ft ²)	The industrial portion of every building	Architect or engineer
Industrial occupancy and one or more other major occupancies where no portion of the area occupied by one of the other major or subsidiary occupancies exceed 600 m ² (6460 ft ²)	Every building that exceeds 600 m ² (6460 ft ²) in gross area or 3 storeys in building height	Architect or engineer

* **This table is provided for general information only. Refer to the Ontario Building Code for definitions, occupancy classifications, design and general review requirements for alterations, demolition and other projects, and other general review regulations.**

** **Architect means an architect who holds a license in Ontario. Engineer means a professional engineer who holds a license in Ontario.**

Performance standards for review in the Architects Act (Section 50 of Ontario Regulation 27)

50. The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a member or holder (of a Certificate of Practice) as provided for in the building code prescribed under the Building Code Act:
1. The member or holder, with respect to the matters that are governed by the building code, shall,
 - i. make periodic visits to the site to determine whether the work is in general conformity with design documents that were prepared by a member or holder,
 - ii. inform the client and contractor, in writing, as to the progress and quality of the work that the member or holder has observed during the visits to the site not to be in conformity with the design documents,
 - iii. review all changes to the design documents to determine whether the changes conform to the building code,
 - iv. review and comment on all shop drawings and samples for general conformity with the design concept of the work, and
 - v. if the member or holder is specifically engaged to coordinate the general review of the professional engineers and reports of the inspection and testing companies, coordinate the general review of the professional engineers and the reports of the inspection and testing companies that pertain directly to the work being reviewed and arrange for the distribution of such reports to the client and the contractor, or
 - vi. if the member or holder is not engaged to perform any or all of the services listed in subparagraph v., cooperate with the professional engineer responsible for the coordination of the general review in order to assist the professional engineer in the carrying out of the functions described in the subparagraph.
 2. In paragraph 1, design document means a design or other document which form the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

Performance standards for review in the Professional Engineers Act (Section 91a of Ontario Regulation 914/90)

- 91a The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a professional engineer (or holder of a Certificate of Authorization) as provided for in the building code prescribed under the Building Code Act:
1. The professional engineer, with respect to the matters that are governed by the building code, shall,
 - i. make periodic visits to the site to determine, on a random sampling basis, whether the work is in general conformity with the plans and specifications for the building,
 - ii. record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the actions that must be taken to rectify the deficiencies,
 - iii. review the reports of independent inspection and testing companies called for in the plans and specifications and which pertain directly to the work being reviewed,
 - iv. interpret plans and specifications when requested to do so by their clients, contractor or owner and
 - v. review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.
 2. The professional engineer shall not review work in disciplines for which he or she is not qualified.
 3. The professional engineer may delegate one or more of the functions described in paragraph 1 to another person where it is consistent with prudent engineering practice to do so and the functions are performed under the supervision of the professional engineer.
 4. In paragraph a, "plans and specifications" means a plan or other document which formed the basis for the issuance of the building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act.

APPLICATION FOR CERTIFIED MODEL APPROVAL

Date Received: _____ Certified Model Number: _____

Applicant Information	Model:
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Applicant is the Owner or Authorized Agent

If corporation or partnership, provide name of contact applying on its behalf.

Last Name:	First Name:
------------	-------------

Corporation or Partnership (if applicable)

Address:	City/Province
----------	---------------

Phone:	Ext:	Cell:	Fax:
--------	------	-------	------

E-mail: _____

Required Documentation generally includes 2 copies of each of the following:

<input checked="" type="checkbox"/> Architectural Plans/Specifications/Details/Engineering	<input checked="" type="checkbox"/> Schedule 1 - Building Designer
<input checked="" type="checkbox"/> Engineered Floor (Layout Members)	<input checked="" type="checkbox"/> Schedule 1 - HVAC Designer
<input checked="" type="checkbox"/> Engineered Truss (Layout and individual trusses)	<input checked="" type="checkbox"/> SB12 Energy Efficiency Design Summary
<input checked="" type="checkbox"/> Heat Loss/Gain Design/Layout/Ventilation Summary	

Project and Model Plumbing Information

Model Name: _____ **Elevation:** _____

Dwelling to be: Detached Semi-detached Townhouse Number of bedrooms: _____

Description	Area (in square feet)	Plumbing Fixture Type	Number of Fixtures (include rough-ins)			
			Basement	1 st Flr	2 nd Flr	3 rd Flr
Finished Basement	0	Bathtubs or showers	0	0	0	0
1st Floor	0	Floor drains	0	0	0	0
2nd Floor	0	Kitchen/bar sinks/DW	0	0	0	0
3rd Floor	0	Laundry/utility sinks	0	0	0	0
Deck <input type="checkbox"/> Porch <input type="checkbox"/>	0	Toilets	0	0	0	0
Deck <input type="checkbox"/> Porch <input type="checkbox"/>	0	Wash basin	0	0	0	0
Garage (attached)	0	Other Identify here	0	0	0	0
Total:	0	Other Identify here	0	0	0	0
Basement (Unfinished)		Total fixtures per floor	0	0	0	0
		Total all fixtures:	0			

Model Name: 0 **Elevation:** _____

Description	Area (in square feet)	Plumbing Fixture Type	Number of Fixtures (include rough-ins)			
			Basement	1 st Flr	2 nd Flr	3 rd Flr
Finished Basement	0	Bathtubs or showers	0	0	0	0
1st Floor	0	Floor drains	0	0	0	0
2nd Floor	0	Kitchen/bar sinks/DW	0	0	0	0
3rd Floor	0	Laundry/utility sinks	0	0	0	0
Deck <input type="checkbox"/> Porch <input type="checkbox"/>	0	Toilets	0	0	0	0
Deck <input type="checkbox"/> Porch <input type="checkbox"/>	0	Wash basin	0	0	0	0
Garage (attached)	0	Other Identify here	0	0	0	0
Total:	0	Other Identify here	0	0	0	0
Basement (Unfinished)		Total fixtures per floor	0	0	0	0
		Total all fixtures:	0			

If your project includes any of the following "alternate options", a separate certified model will be required.

- ✓ Alternate garage configuration
- ✓ Basement walkout or walkup
- ✓ Deck (when not included on plans)
- ✓ Solid Fuel Burning Appliances (eg. Wood stove)

Production house models are generally distinguished by a unique model name assigned by the builder along with varying elevation options. The following results apply in the establishment of each certified model application.

1. Each certified model must be consistent in gross floor area. Deviations in floor area, even minor in nature, require a separate application or a site specific permit application.
2. Optional variations within each model (eg. bedroom layouts) are permitted but must be limited to elevation options that do not increase floor area.
3. Building Services will assign each certified model a unique alphanumeric reference number. This number will be provided to the builder and referenced on all future permits issued for the same model.

NOTE: Changes to regulations may result in requirement for re-review of existing certified models.

Declaration of Applicant

I, _____, certify that:

1. The information contained in this application and the attached drawings and other documentation is true to the best of my ability.
2. I have the authority to bind the corporation or partnership (if applicable).

Signature

Date

For Office Use Only

Comments:

Approval by	Signature	Approval date:
Planning Department:		
Chief Building Official/Designate:		
Approved for use as a Certified Model.		Date: _____



TOWNSHIP: Township of Adjala Tosorontio

LEGAL DESCRIPTION: LOT: _____ PLAN/ CONC: _____

STREET ADDRESS: _____

The undersigned, registered property owner(s) of the above noted proper, do herby authorize _____, to make applications and amendments to application on our behalf, as well as act as our agent for the property. It is understood that we will abide by all by-laws and acts of the Township of Adjala- Tosorontio and that any approvals granted by any applicable application will be carried out in accordance with the municipal requirements.

Property Owner's Signature: _____

Print Name: _____

Date: _____

Property Owner's Address (if different than property above):

Telephone: _____



TOWNSHIP OF ADJALA-TOSORONTIO

7855 Sideroad 30
Alliston, ON L9R 1V1
705-434-5055 FAX: 705-434-5051
www.adjtos.on.ca

PERMIT EXTENSION APPLICATION

*For use when; 1. Construction not commenced within 6 months of permit issuance, or, 2. Construction discontinued for over one year after construction commenced

Property Owner's Name: Phone: (Day)
911 Property Address: Phone: (Evening)
Lot: Conc: Part Lot: Fax:
Type of Construction: Building Permit #:

Reason construction not commenced or discontinued:

Have updated plans been submitted: Yes No
Who designed the updates:
Designer form attached: Yes No

All the statements and representations contained in the attached documents filed in support of this application shall be deemed part of this application for all purposes.
I, the undersigned, am the authorized owner/agent of owner named in the application and I certify the truth of all the statements or representations contained therein.
Location, Ontario Date
Signature of Owner or Authorized Agent

OFFICE USE ONLY
Extension Approved
Approved with conditions
Not Approved
More Information Required
Notes:
CHARGES:
Permit Extension \$
Other: \$
TOTAL: \$
RECEIPT #

SCHEDULE E TO BY-LAW 23-43
(As Amended by By-law 2023-101)
PART 1 PROVINCIAL OFFENCES ACT

PAGE 1

TOWNSHIP OF ADJALA-TOSORONTIO
BY-LAW 23-43 – “BUILDING BY-LAW”
A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING PERMITS AND RELATED MATTERS

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Construct building or sewage system without permit	14.1(a)	\$300
2.	Cause construction of building or sewage system without permit	14.1(b)	\$300
3.	Demolish building without permit	14.1(c)	\$300
4.	Cause demolition of building without permit	14.1(d)	\$300
5.	Change plans without authorization	14.1(e)	\$150
6.	Construct building not in accordance with plans	14.1(f)	\$150
7.	Change the use of building without permit	14.1(g)	\$300
8.	Occupy newly erected building without notice or inspection	14.1(h)	\$300
9.	Obstruct or remove posted order without authorization	14.1(i)	\$300
10.	Furnish false information on permit application	14.1(j)	\$300
11.	Commence demolition before building vacated	14.1(k)	\$300

NOTE: The penalty provisions for offences listed above are Section 15 of By-law 23-43, as amended, certified copy of which has been filed.

SCHEDULE E TO BY-LAW 23-43
(As Amended by By-law 2023-101)
PART 1 PROVINCIAL OFFENCES ACT

PAGE 2

TOWNSHIP OF ADJALA-TOSORONTIO
BY-LAW 23-43 – “BUILDING BY-LAW”
A BY-LAW UNDER THE BUILDING CODE ACT RESPECTING PERMITS AND RELATED MATTERS

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
12.	Fail to post permit on construction site	14.1(l)	\$150
13.	Fail to post permit on demolition site	14.1(m)	\$150
14.	Occupy unfinished building without permit	14.1(n)	\$300
15.	Fail to provide notification of construction phase	14.1(o)	\$150
16.	Hinder or obstruct person lawfully carrying out enforcement of Building By-law	14.1 (p)	\$500
17.	Fail to comply with order to comply	14.2(a)	\$500
18.	Fail to comply with order to not cover	14.2(b)	\$500
19.	Fail to comply with order to uncover	14.2(c)	\$500
20.	Fail to comply with stop work order	14.2(d)	\$500
21.	Fail to comply with order to remedy unsafe building	14.2(e)	\$500

NOTE: The penalty provisions for offences listed above are Section 15 of By-law 23-43, as amended, certified copy of which has been filed.

**SCHEDULE E TO BY-LAW 23-43
(As Amended by By-law 2023-101)
PART 1 *PROVINCIAL OFFENCES ACT***

PAGE 3

TOWNSHIP OF ADJALA-TOSORONTIO
BY-LAW 23-43 – “BUILDING BY-LAW”
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Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
22.	Fail to comply with an order prohibiting use or occupancy of unsafe building	14.2(f)	\$500
23.	Fail to comply with order to repair dangerous building	14.2(g)	\$500

NOTE: The penalty provisions for offences listed above are Section 15 of By-law 23-43, as amended, certified copy of which has been filed.